

Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information about the umbrella company can be found at www.giantpay.co.uk/umbrella

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Robert Walters Operations Limited
Name of intermediary or umbrella company:	Giant Professional Ltd
Your employer:	Giant Professional Ltd
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you:	Giant Professional Limited
How often the umbrella company and you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Giant Professional Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Resource Solutions:	£200.00 per day
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance; Apprenticeship Levy; Employer pension contributions

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin of £22 per week
Expected or minimum rate of pay to you:	National Minimum Wage (NMW) Minimum Rate of Pay = £457.88
Deductions from your wage required by law:	PAYE income tax; Employee's National Insurance;
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None in this example
Any fees for goods or services:	None in this example
Holiday entitlement and pay:	28 days per year inclusive of public holidays
Additional benefits:	None

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£2,500 weekly	
Deductions from intermediary or umbrella income required by law:	employer's national insurance £275 apprenticeship levy £11 employer pension contributions £0	
Any other deductions or costs taken from intermediary or umbrella income:	intermediary margin £22 non-billable business expenses £25	
Example rate of pay to you:		£2,167
Deductions from your pay required by law:		PAYE income tax £674 employee's NI £108.78 employee's pension contribution £0 student loan £0
Any other deductions or costs taken from your pay:		£0
non-billable business expenses reimbursed		£25

Any fees for goods or services:		£0
Example net take home pay:		£1,407